

The Circuit Court for Harford County

COMMUNITY WORK SERVICE PROGRAM
101 S. MAIN STREET, SUITE 105
Bel Air Maryland 21014

Angela M. Eaves
JUDGE

Kevin Bianca
Community Work Service Program Director

Position Vacancy # 16-075
CIRCUIT COURT FOR HARFORD COUNTY
COMMUNITY WORK SERVICE PROGRAM

OFFICE ASSISTANT (PART-TIME, 25 HOURS PER WEEK)

\$17.24 HOURLY

CLOSING DATE: OCTOBER 24, 2016

WORK LOCATION: 101 South Main Street, Suite 105

HOURS OF WORK: 8:30 am – 2:00 pm

NATURE OF WORK:

This is a staff position used in many of the County's departments. Employee in this classification performs responsible administrative, research, and other support work for a department, agency or office. Actual duties vary with assignment but are diverse in nature. Employee receives general supervision.

MINIMUM QUALIFICATION REQUIREMENTS:

KNOWLEDGE, SKILLS, AND ABILITIES:

Working knowledge of administrative principles and practices related to area of work; of statistical analysis; of developing procedures and forms. Knowledge of, or the ability to learn, terms procedures, and operations relating to area of work. Ability to maintain record systems; to deal effectively with the public as well as involvement with government agencies and non-profit entities; to prepare analytical reports and to compile data; to communicate effectively, both orally and in writing; to bend, stoop, kneel, stand or sit for prolonged periods of time.

EDUCATION/EXPERIENCE:

Completion of an Associate's Degree program with course work in business Administration, Public Administration, Secretarial or Office Administration OR Two (2) years administrative, secretarial or office clerical work, which included performance of duties at responsible Level AND Possession of a high school or vocational technical school diploma or a GED certificate.

Candidates for this position must be proficient in Microsoft Word, Access and Excel; familiarity with Power Point software application a plus.

Notes:

Candidates for this position will be given a proficiency test in typing and must be able to type at a net speed of 45wpm. Candidates must be familiar with bookkeeping or accounting principles. Candidates utilizing the degree option must provide proof of college degree.

CANDIDATE SELECTED FOR POSITION MUST PERFORM ESSENTIAL JOB FUNCTIONS WITH OR WITHOUT REASONABLE ACCOMMODATION AND MUST UNDERGO AND PASS A COUNTY RE-EMPLOYMENT MEDICAL EXAM TO INCLUDE URINE DRUG/ALCOHOL SCREENING AND PSYCHOLOGICAL EXAMINATION. CANDIDATE MUST ALSO PASS A CRIMINAL HISTORY BACKGROUND CHECK. AN EMPLOYEE DESIRING A TRANSFER MUST APPLY.

Application may be obtained from Human Resources, 220 South Main Street, Bel Air, MD 21014, Monday through Friday, 8:00 a.m. to 5:00 p.m., or call 410-638-3302. **APPLICATION MAY BE ACCOMPANIED BY A RESUME, BUT A RESUME WILL NOT BE ACCEPTED IN LIEU OF AN APPLICATION. ONLY EMPLOYMENT APPLICATIONS WITH REVISION DATE OF AUGUST 07 WILL BE ACCEPTED. APPLICATION MUST BE COMPLETED IN FULL, SIGNED IN ALL DESIGNATED AREAS AND RETURNED TO HUMAN RESOURCES BY OCTOBER 5, 2016.**

**WE ARE AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER
WE DO NOT DISCRIMINATE ON THE BASIS OF DISABILITY**